

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Joint Burial Committee** to be held on **Tuesday 2 June 2026**, starting at **18.45** in the Cemetery Chapel, Townsend Cemetery, Mount Pleasant.

Note: - Due to the location there will not be any recordings of this meeting.

Gemma Hughes PSLCC, Town Clerk (signed on original)
27 May 2026

Agenda

- 001/2627** **To elect a Chair**
- 002/2627** **Report from retiring Chair**
- 003/2627** **To elect a Vice Chair**
- 004/2627** **To confirm the appointments by Crewkerne Town Council and West Crewkerne Parish Council of Councillors to the Joint Burial Committee**
- 005/2627** **To receive and approve apologies for absence**
a. To record members present:
Schedule 12 of the Local Government Act 1972 requires:
- a record be kept of the members in attendance
 - this record forms part of the minutes of the meeting
 - Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.
- b. To approve any apologies for absence:
Section 85(1) of the Local Government Act 1972 requires:
- Members present to decide if the reason(s) for a member's absence are acceptable
- 006/2627** **To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations**
The Localism Act 2011 and the Council's Code of Conduct requires:
- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it
 - Requests for Dispensations should be made in writing to the Clerk in advance of the meeting
- 007/2627** **To approve the draft minutes of the Joint Burial Committee meeting held on 21 April 2026**
- 008/2627** **Public Open Forum:** Questions may be put to the Committee in person during this public participation session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Thursday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda. The Mayor reserves the right to vary or extend these time limits.

- 009/2627** **Clerk's progress report:** to receive an update report (for information)
- 010/2627** **Financial Matters for consideration:** to receive the financial update report
- 011/2627** **Townsend Cemetery Chapel:** to review the hire period
- 012/2627** **Townsend Cemetery Chapel:** to approve an advertising flyer
- 013/2627** **Benches:** To review cemetery benches, consider capacity, and agree a future approach to additional requests
- 014/2627** **Annual Cemetery Walkaround:** to confirm actions arising
- 015/2627** **Cemetery Inspections:** to receive feedback
- 016/2627** **To approve the applications, transfers and memorials received**
- 017/2627** **Matters of report** (for information only)
- 018/2627** **Date of the next meeting:** Tuesday 6th October 2026, 18.45, Council Chamber, Town Hall, Market Square, Crewkerne

INCOME/EXPENDITURE REPORT - 2025/26

		2024/25 Actual	2025/26 Budget	As at 31/03/26	End of Year F'cst Excl. Reserves	Forcast Reserves Used	Notes	
ADMINISTRATION	CTC Staff		22,869		22,869		Increase of 3.2%. This figure is only for calculation of West Crewkerne contribution	
	Computer software	272	368	282	282			
	Admin	198	100	40	40			
	Insurance	5,957	6,106	6,177	6,177		Insurance £6,391.80 - 30.09.25 - 29.09.26 (£5,960.58 24/25)	
	Subscriptions	100	100	105	105			
	Cemetery Training	150	150	0	0			
	TOTAL	6,677	29,693	6,605	29,473	0		
CHAPEL (Public)	General Maintenance	674	500	446	446			
	Repairs	24	500	1,610	1,610	1,110	ER - Chapel Repairs (Gales)	
	Rates	1,547	1,578	1,547	1,547			
	Electricity	37	100	31	31			
	TOTAL	2,282	2,678	3,633	3,633	1,110		
GROUNDS	Grounds Maintenance	20,537	19,000	12,534	12,534	1,705	ER - Grass Cutting Overspend (Fern)	
	Toilet Refurbishment	2,517	0	124	124			
	Water Rates	643	600	839	839			
	New Equipment	0	0	0	0			
	TOTAL	23,697	19,600	13,497	13,497	1,705		
TREWORK/NEW PLANTING	TOTAL	8,121	5,500	7,179	7,179	1,679	ER - Tree Removal (Fern)	
PATH IMPROVEMENTS	TOTAL	13,500	7,700	8,850	8,850			
TOTAL EXPENDITURE		54,277	65,171	39,764	62,632	4,494		
RECEIPTS	Cemetery Fees	Burial Fees	9,160	9,000	9,500	9,500		
		Digging of plots	1,100	800	660	660		
		Garden of Remembrance	805	445	120	120		
		Plot Purchases	7,150	6,000	11,480	11,480		
		Memorials + inscriptions	4,455	6,000	4,680	4,680		
		Chapel Use	400	600	500	500		
		Transfer fees	1,240	1,580	1,585	1,585		
		Miscellaneous	0	0	170	170		
	Bank Interest	1,245	1,000	629	629			
TOTAL	25,555	25,425	29,324	29,324				
TOTAL FORCAST NET EXPENDITURE - EXCLUDING SPEND FROM RESERVES					33,308.28			
WEST CREWKERNE FORCAST NET EXPENDITURE					2,331.58			
WEST CREWKERNE CONTRIBUTION RECEIVED (before deductions/additions)					2,782.00			
Forecast +/- West Crewkerne at year end - To be added /deducted to /from West Crewkerne contribution 2026/7					- 450.42			
WEST CREWKERNE CONTRIBUTION FOR 2026/27 (Budget)					3,287.00			
WEST CREWKERNE CONTRIBUTION FOR 2026/27 (Balance)					2,836.58			

CEMETERY ESTIMATED INCOME/EXPENDITURE 2026/27

		2024/25 Actual	2025/26 Budget	As at 31/03/26	End of Year F'cst	2026/27 Estimated	Notes	
ADMINISTRATION	CTC Staff		22,869		22,869	23,601	Increase of 3.2%. This figure is only for calculation of West Crewkerne contribution	
	Computer software	272	368	282	282	350		
	Admin	198	100	40	40	100		
	Insurance	5,957	6,106	6,177	6,177	6,300	Insurance £6,391.80 - 30.09.25 - 29.09.26 (£5,960.58 24/25)	
	Subscriptions	100	100	105	105	100		
	Cemetery Training	150	150	0	0	150		
	TOTAL	6,677	29,693	6,605	29,473	30,601		
CHAPEL (Public)	General Maintenance	674	500	446	446	300		
	Repairs	24	500	1,610	1,610	300		
	Rates	1,547	1,578	1,547	1,547	1,900		
	Electricity	37	100	31	31	100		
	TOTAL	2,282	2,678	3,633	3,633	2,600		
GROUNDS	Grounds Maintenance	20,537	19,000	12,534	12,534	21,000		
	Toilet Refurbishment	2,517	0	124	124	200		
	Water Rates	643	600	839	839	1000		
	New Equipment	0	0	0	0	0		
	TOTAL	23,697	19,600	13,497	13,497	22,200		
TREWORK/NEW PLANTING	TOTAL	8,121	5,500	7,179	7,179	10,000		
PATH IMPROVEMENTS	TOTAL	13,500	7,700	8,850	8,850	8,000		
TOTAL EXPENDITURE		54,277	65,171	39,764	62,632	73,401		
RECEIPTS	Cemetery Fees	Burial Fees	9,160	9,000	9,500	9,500	9,000	
		Digging of plots	1,100	800	660	660	800	
		Garden of Remembrance	805	445	120	120	200	
		Plot Purchases	7,150	6,000	11,480	11,480	9,000	
		Memorials + inscriptions	4,455	6,000	4,680	4,680	5,000	
		Chapel Use	400	600	500	500	200	
		Transfer fees	1240	1,580	1585	1585	1,500	
		Miscellaneous	0	0	170	170		
	Bank Interest	1245	1,000	629	629	750		
TOTAL	25,555	25,425	29,324	29,324	26,450			
TOTAL PRECEPT (Expenditure less income)		28,722	39,746			46,951		
	Town Council	26,711	36,964			43,664	CTC/WCPC precept split for 2025/26: 93%/7%	
	West Crewkerne	2,011	2,782			3,287		

18.1% increase

Report subject	To review the hire period of the Cemetery Chapel
Committee name	Joint Burial Committee
Meeting date	Tuesday 2 nd June 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To review the current hire arrangements for the cemetery chapel and consider introducing a defined hire period for bookings.

2. Background information

The cemetery chapel is currently available to hire for funeral and memorial services at a charge of £100. Whilst the hire charge is established, there is currently no specified time period attached to a booking other than it being made for a particular day. In practice, this could allow exclusive use of the chapel for up to 24 hours.

The Joint Burial Committee has discussed promoting the chapel more actively. Should this result in increased bookings, the current arrangements may need reviewing to ensure the facility can be managed effectively.

3. Detailed Consideration

The current arrangements work where there is only one booking on a given day. However, if demand increases, there may be occasions where more than one family wishes to hire the chapel on the same day—for example, one service in the morning and another in the afternoon. Without a defined hire period there is no clear basis for scheduling bookings or managing availability.

To provide clarity and flexibility, Councillors may wish to introduce a standard hire period of up to three hours per booking. This would allow reasonable time for access, the service itself and clearing the chapel afterwards.

A three-hour booking period would also provide scope for more than one booking per day where required, subject to availability and practical arrangements.

The Committee may also wish to retain discretion to approve flexibility in exceptional circumstances.

4. Financial implications

There are no immediate financial implications arising from this report.

Introducing a defined hire period may allow more than one booking to take place on the same day where demand exists, which could support additional income from chapel hire.

Any future review of the hire charge would be a separate matter for Committee consideration.

5. Equalities considerations

A clearly defined hire period would ensure all hirers are treated consistently and understand the booking arrangements.

Flexibility may still be required in some circumstances to accommodate individual needs.

6. Crime and Disorder considerations

There are no direct crime and disorder implications arising from this report.

7. Council Action Plan objectives supported

n/a

8. Recommendation

8.1. It is recommended that the Committee:

- a) notes the current arrangements for cemetery chapel hire;
- b) agrees to introduce a standard hire period of up to three hours per booking at the existing charge of £100;
- c) authorises flexibility to be applied in exceptional circumstances where appropriate; and
- d) agrees that the revised arrangements take effect immediately.

HISTORIC CHAPEL FOR HIRE

Townsend Cemetery Chapel built in 1874



A historic Victorian chapel available to hire for funeral services, memorial services and celebrations of life.

*A peaceful and dignified setting within Townsend Cemetery in Crewkerne.
For bookings & enquiries: towncouncil@crewkerne-tc.gov.uk or 01460 74001*

The chapel comfortably holds approximately 30 people.

Report subject	To review cemetery benches, consider capacity, and agree a future approach to additional requests
Committee name	Joint Burial Committee
Meeting date	Tuesday 2 nd June 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To enable Councillors to review the current provision of benches within the cemetery, consider whether sufficient capacity remains for additional benches, and agree an approach for managing future requests.

2. Background information

The Council currently permits memorial benches within the cemetery, which provide a place for visitors to sit and reflect while also offering an opportunity for families and residents to commemorate loved ones.

Over time, a number of benches have been installed throughout the cemetery. As demand continues, consideration is needed as to whether suitable locations remain available without impacting the appearance, accessibility, and practical maintenance of the cemetery grounds.

Councillors are therefore asked to review current provision and determine the Council's approach to any future requests.

3. Detailed Consideration

A review of the cemetery indicates that bench provision has increased over recent years, and available suitable space is becoming more limited.

When considering additional benches, Councillors may wish to take into account:

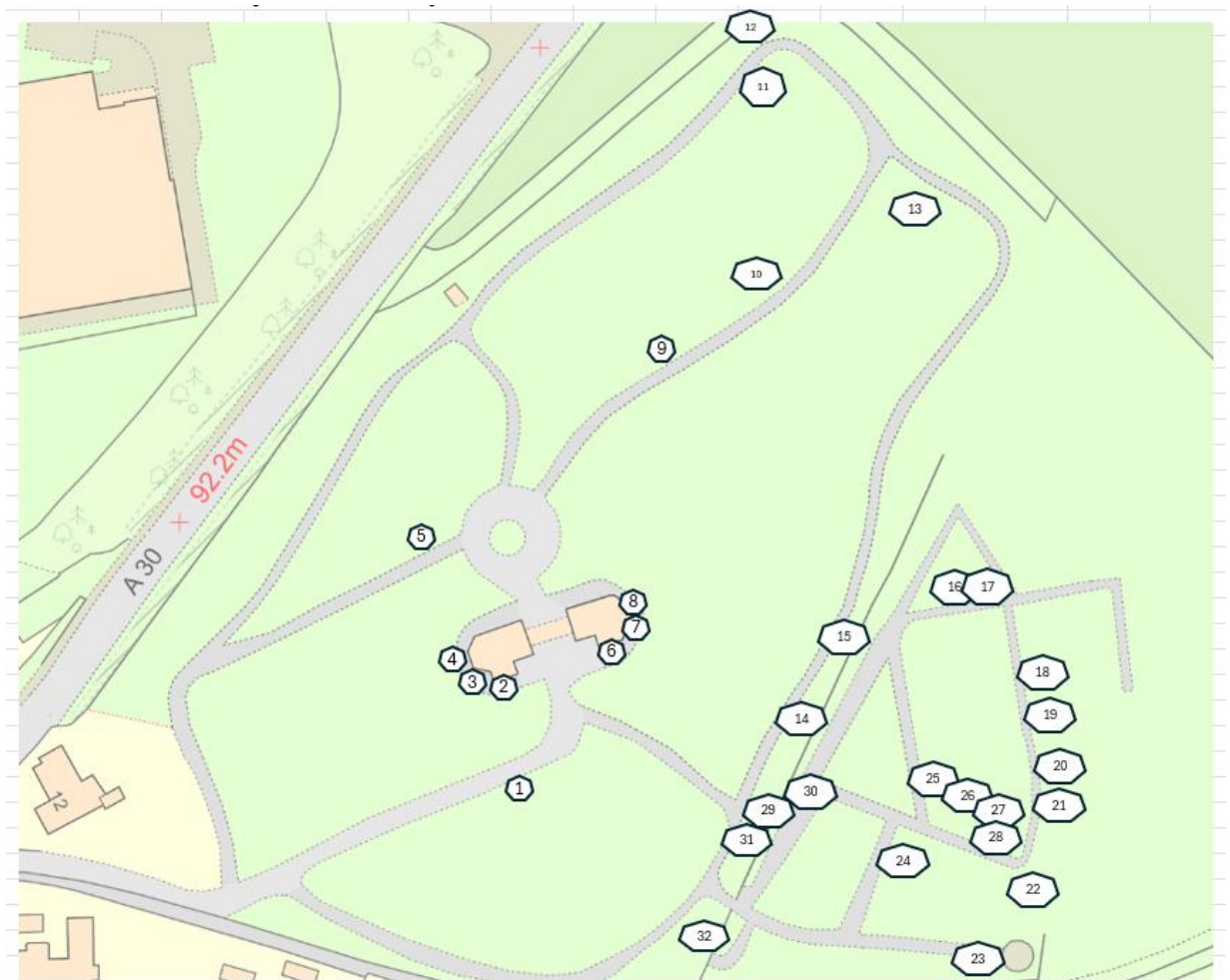
- the number and distribution of existing benches throughout the cemetery;
- whether there are appropriate remaining locations that do not make areas feel overcrowded;
- maintaining accessibility for visitors, including pathways and open spaces;
- the impact on grounds maintenance and practical upkeep;
- preserving the overall appearance and character of the cemetery.

Councillors may wish to consider whether:

- the cemetery has reached capacity for benches at the current time;
- requests for additional benches should be paused once capacity is reached, unless an existing bench is removed or replaced;
- the committee should review the bench provision annually as capacity may change or suitable locations may become available.

This would provide a clear and consistent approach for responding to future enquiries.

The map below shows the current positions of the 32 benches. Two more are expected to be sited between numbers 17 and 18 in due course.



4. Financial implications

There are no direct financial implications arising from this report.

Any future installation or maintenance arrangements relating to benches would continue in accordance with the Council's agreed fees and processes.

5. Equalities considerations

Bench provision supports accessibility and provides seating for visitors who may require rest while visiting the cemetery.

Any future decisions should continue to consider accessibility and ensure that pathways and key areas remain clear and accessible to all users.

6. Crime and Disorder considerations

There are no direct crime and disorder implications arising from this report.

7. Council Action Plan objectives supported

n/a

8. Recommendation

8.1. It is recommended that the Committee:

- a) review the current provision and location of cemetery benches;
- b) determine whether sufficient capacity remains for additional benches;
- c) agree the Committee's approach to future requests for memorial benches; and
- d) consider whether bench provision should be reviewed annually by the committee.